

Plan Review Checklist & Guide

City of Milwaukee Health Department
Division of Consumer Environmental Health
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PURPOSE: This checklist is provided for food establishment operators, license applicants, contractors, designers and Health Department staff. It is intended to aid in complying with nationally recognized food safety standards and the Wisconsin Food Code and to help ensure that essential areas have been addressed/included. The requirements for design, installation and construction of food service facilities, and installation of equipment are intended to create an environment conducive to safe food handling and sanitary facility maintenance. **The list is not all-inclusive and cannot be.** Each food establishment and project is unique. This guide is meant to foster a working partnership between regulators and industry, but cannot substitute for direct communication during planning and projects.

This checklist should be used in conjunction with the **Wisconsin Food Code** and the plan review criteria of the **Safety and Buildings Division** of the **Wisconsin Department of Commerce**. The **Wisconsin Food Code** is available at http://www.legis.state.wi.us/rsb/code/hfs/hfs196_app.pdf. You may also call 608-266-2835 to request a copy. For building permit information and Commerce Code questions contact the **Milwaukee Development Center** at 414-286-8210. Where a difference between the Commerce Codes and the Food Code is noted, the most restrictive code applies.

All equipment in food establishments shall comply with the design and construction standards of appropriate nationally recognized standards and /or code requirements and bear the certification mark of an ANSI accredited organization (e.g. NSF, UL Sanitation, ETL Sanitation).

Type of Project – Check All that Apply

- ☐ New Construction
- ☐ Conversion of an existing building
- ☐ Remodeling
- ☐ Change of Menu
- ☐ Changing type of operation
- ☐ Requested by Regulatory Authority

Submit All Of The Following Items:

- ☐ Menu
- ☐ Layout-blue prints of complete construction plans as approved by Milwaukee Development Center plan examiner
- ☐ Wisconsin Department of Commerce Approval/correspondences or registrations
- ☐ Description of the Food Operation:
Type of Food Operation; Number of expected Patrons/day; Types of food processing
- ☐ Check if serving only seniors, children 3 yrs and younger, or immunocompromised population (Check only if applicable)
- ☐ Standard Operating Procedures for all processes
- ☐ Volume (estimated) of food to be stored, prepared, processed, sold & served per week (specific for each)
- ☐ Hours of operation (include all production time).

Address All:

- ☐ Equipment to Maintain Product temperature (such as Refrigeration, Hot/ cold food holding units)
- ☐ Food Equipment Installation
- ☐ Specification descriptions(Spec sheets, cut sheets) of all food processing, hot and cold food holding and cooking equipment/hood/sink/warewashing equipment
- ☐ Power: Forms/Sufficiency
- ☐ Food Preparation Sink/s
- ☐ Warewashing Facilities (Manual/Mechanical), Vapor removal
- ☐ Ice Making/Storage
- ☐ Work space-sufficiency, and separate raw and ready-to-eat processing areas
- ☐ Work stations-locations promote avoidance of cross-contamination
- ☐ Handwashing Sinks and Locations
- ☐ Non-hand operated faucet controls at handwash sinks in kitchen, wait/service areas and restrooms
- ☐ Water Supply
- ☐ Cross Connection Control
- ☐ Storage (location and methods): Food, Rendering by-products/outdated foods, Single Service, Canned/Dry Packaged Food, Equipment, Chemicals
- ☐ Sewage/Liquid Waste Disposal
- ☐ Plumbing/Grease Extraction
- ☐ Food Equipment
- ☐ Dry Good Storage
- ☐ Hot Water Supply Needs/Requirements
- ☐ Food Receiving areas
- ☐ Food Shields/Protection Devices
- ☐ Beverage Dispensing Systems
- ☐ Surface Finish Specifications for floors, walls, ceilings and work surfaces
- ☐ Customer Self Service stations
- ☐ Server Food Dispensing areas
- ☐ Toilet Rooms, Fixture Numbers
- ☐ Insect & Rodent Control
- ☐ Lighting
- ☐ Hood/Duct Work/Fire Suppression
- ☐ Dishwasher ventilation
- ☐ General Heating and Ventilation
- ☐ Floor Cleaning Methods
- ☐ Floor/Utility Cleaning Sink
- ☐ Dressing/ Locker/Break Rooms
- ☐ Linen Cleaning and Storage
- ☐ Garbage Storage-Methods and Containers (Interior and Exterior)
- ☐ Recyclables Storage
- ☐ Equipment for holding hot/cold food during transport